This job aid provides information for agency accounting staff who will use the receivable review business process wizard to review/edit receivable lease contract information.

Overview

The receivable review business process wizard combines several procedures to review and update receivable leases (state is the lessor) for facilities, land, and other assets. FPMT will guide you through a sequence of steps to review/edit data.

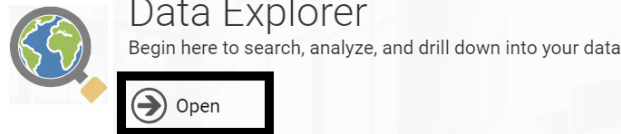| Step	Action	Additional Information
1	Start business process wizard	Use the search option to find your agency and select receivable review business process wizard from the agency menu options.
2	Review/edit facility receivable leases	Review receivable lease contracts and edit data if needed.
3	Review/edit land receivable leases	Review receivable lease contracts and edit data if needed.
4	Review/edit other asset receivable leases	Review receivable lease contracts and edit data if needed.
5	Review changes and exit business process wizard	Use the data review section to review receivable leases for facilities, land, and other assets. ✓ Select save and close to exit the business process wizard.

Agency accounting staff will use this business process wizard to provide information about receivable lease contracts, options, amendments, payments, and other financial data.
✓ This business process wizard is part of a two-step process for facility leases. For example, facility users will use a receivable lease facility business process wizard to complete the facility-related steps and accounting users will use this business process wizard to complete the accounting-related steps. This two-step process will require coordination between agency facilities staff and accounting staff if the facility user does not also have the accounting role to complete both steps. If both steps are not completed, FPMT will consider the receivable lease contract 'invalid' and information about the receivable lease facility will not appear on some reports until the additional financial data is added.
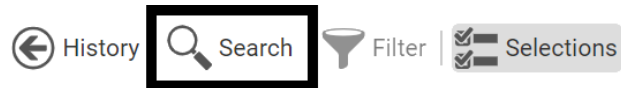
Start Business Process Wizard

The receivable review business process wizard is available from the agency menu.

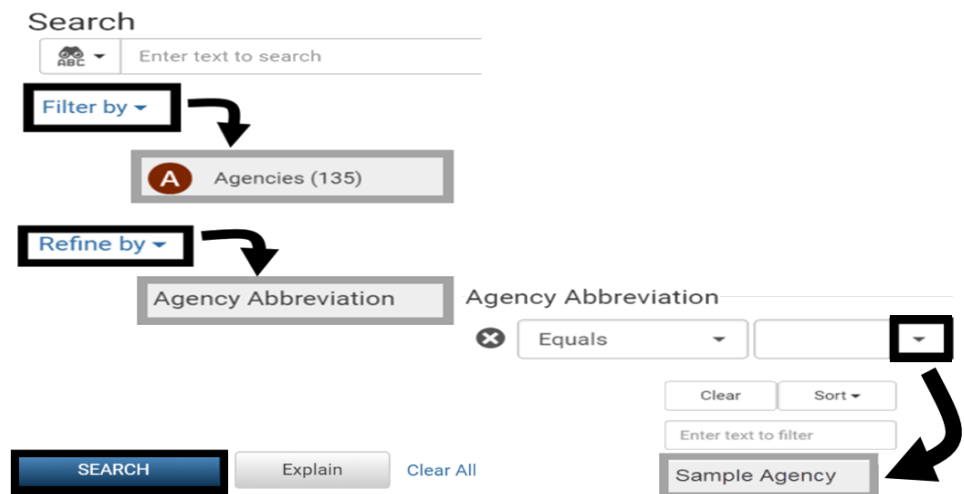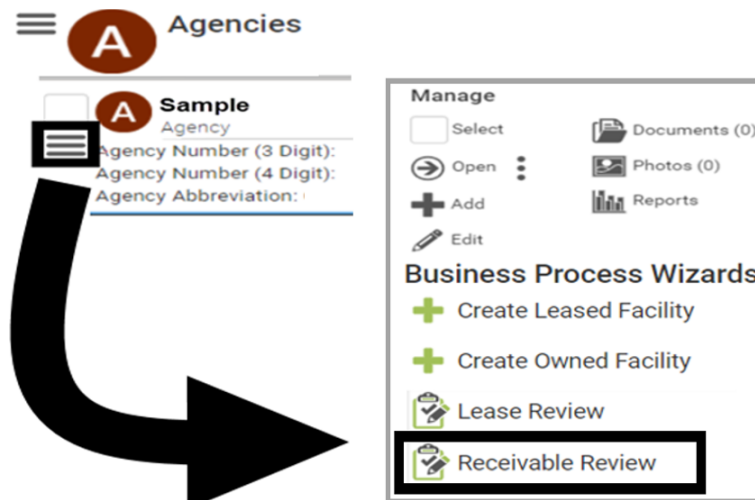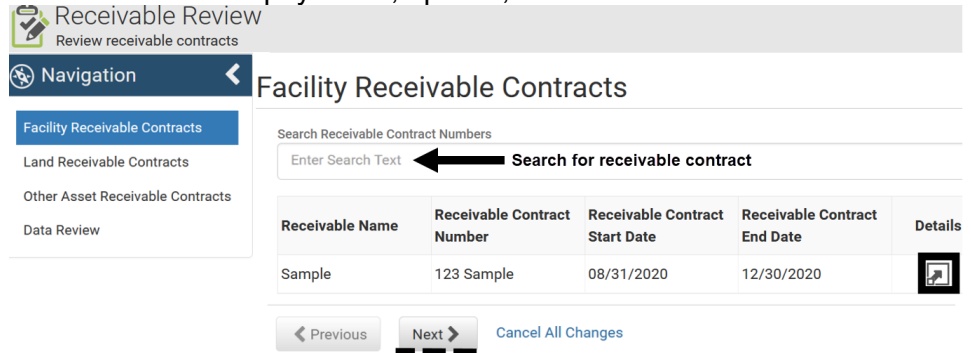|	
1. **Select:** Open.	Data Explorer — Begin here to search, analyze, and drill down into your data — Open
2. **Select:** Search.	History · Search · Filter · Selections
3. **Select:** Filter by. ➔ FPMT will display a list of criteria. **4.** **Select:** Agencies. **5.** **Select:** Refine by. **6.** **Select:** Agency Abbreviation. ➔ FPMT will display additional options depending on your search criteria. **7.** **Select:** Search.	Search — Enter text to search — Filter by ➔ Agencies (135) — Refine by ➔ Agency Abbreviation — Agency Abbreviation — Equals — Clear — Sort — Enter text to filter — Sample Agency — SEARCH — Explain — Clear All
8. **Select:** Menu. **9.** **Select:** Receivable review. ➔ FPMT will display the receivable review business process wizard in multiple steps so that you can focus on specific data for facilities, land, and other assets.	Agencies — Sample Agency — Agency Number (3 Digit): — Agency Number (4 Digit): — Agency Abbreviation: — Manage — Select — Documents (0) — Open — Photos (0) — Add — Reports — Edit — **Business Process Wizards** — Create Leased Facility — Create Owned Facility — Lease Review — **Receivable Review**

Facility Receivable Contracts

FPMT will display a list of active receivable contracts for the agency.

✓ FPMT will guide you through the sequence of steps to review and edit data for receivable contracts. For each receivable contract, you can also edit and add payments, options, and amendments.

1. Select: Details.

➔ FPMT will display receivable contract details.

➔ Use the search option to find a lease contract in the list.

➔ If you do not want to review/edit facility receivable contracts, select next to go to the next step in the business process wizard.
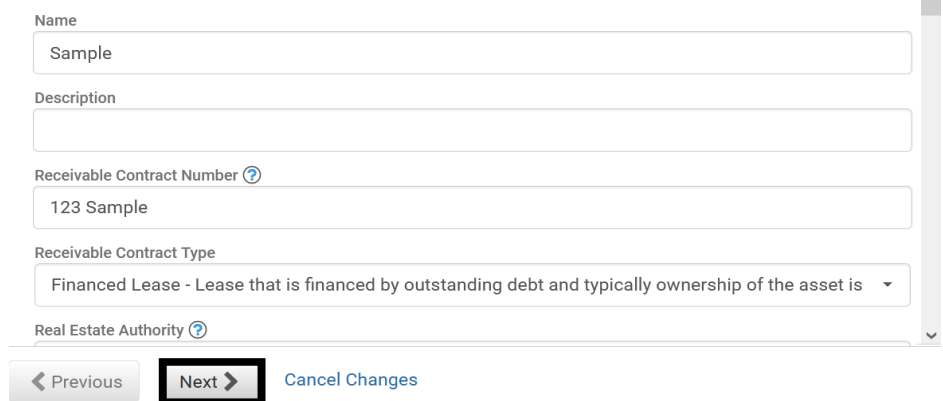
2. Review/Edit: Facility receivable contract details.

➔ Use the scroll bar to review/edit additional data.

➔ FPMT includes additional fields on lease contracts so that you can provide lease accounting information.

3. Select: Next.

➔ FPMT will display the next step to review/edit receivable payments.

➔ FPMT will display an error message if there are data validation issues that you need to correct.

Receivable Review
Review receivable contracts

Navigation

Facility Receivable Contracts
Land Receivable Contracts
Other Asset Receivable Contracts
Data Review

Facility Receivable Contracts

Search Receivable Contract Numbers

Enter Search Text ← Search for receivable contract

Receivable Name	Receivable Contract Number	Receivable Contract Start Date	Receivable Contract End Date	Details
Sample	123 Sample	08/31/2020	12/30/2020	

‹ Previous | Next › | Cancel All Changes

Edit Facility Receivable Contract Details

Name

Sample

Description

Receivable Contract Number ?

123 Sample

Receivable Contract Type

Financed Lease - Lease that is financed by outstanding debt and typically ownership of the asset is ▾

Real Estate Authority ?

‹ Previous | Next › | Cancel Changes

➔ FPMT includes fields on lease contracts so that you can provide additional information for manually recording accounting entries and other financial data.

Manually Record Accounting Entries ?

Yes ▾

✓ If yes, FPMT will not send any transactions to AFRS for this contract.
✓ If no, FPMT will send transactions to AFRS for this contract. You will also need to provide additional financial-related information.

Facility Receivable Payments

FPMT will display a list of active receivable payments for the receivable lease contract.

✓ For facility receivable lease contracts with deferred maintenance, you will need to complete additional steps for payments. Reference the job aid for renew facility lease/receivable lease with deferred maintenance.

1. Select: Details.

➔ FPMT will display receivable payment details.

Receivable Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample	⬈	🗑

Add New Receivable Payment

Facility Receivable Contracts
- Facility Receivable Contract
- **Facility Receivable Payments**
- Facility Receivable Options
- Facility Receivable Amendments
Land Receivable Contracts
Other Asset Receivable Contracts
Data Review

‹ Previous Next › Cancel Changes

2. Review/Edit: Receivable payment details.

➔ Use the scroll bar to review/edit additional data.

3. Select: Save changes.

➔ FPMT will display the list of receivable payments so that you can select another receivable payment, add a new receivable payment, or go to the next step.

➔ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Receivable Payment Details

Name

Sample

Description

Payment Series Number

123 Sample

Payment Frequency

Monthly ▾

Payment Type

SAVE CHANGES   Cancel Changes

4. Select: Next.

➔ FPMT will display the next step to review/edit receivable options.

➔ FPMT will display an error message if there are data validation issues that you need to correct.

Facility Receivable Contracts
- Facility Receivable Contract
- **Facility Receivable Payments**
- Facility Receivable Options
- Facility Receivable Amendments
Land Receivable Contracts
Other Asset Receivable Contracts
Data Review

Receivable Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample	⬈	🗑

Add New Receivable Payment

‹ Previous **Next ›** Cancel Changes

Add New Receivable Payment

You can add receivable payments to the receivable contract.

✓ For facility receivable lease contracts with deferred maintenance, you will need to complete additional steps for payments. Reference the job aid for renew facility lease/receivable lease with deferred maintenance.

1. Select: Add new receivable payment.

➔ FPMT will display receivable payment details.

Facility Receivable Contracts		Receivable Payments			
Facility Receivable Contract		**Payment Name**	**Payment Series Number**	**Details**	**Delete**
Facility Receivable Payments		Sample	123 Sample	⬏	🗑
Facility Receivable Options		Add New Receivable Payment			
Facility Receivable Amendments					
Land Receivable Contracts					
Other Asset Receivable Contracts			❮ Previous	Next ❯	Cancel Changes
Data Review					

2. Input: Name.

➔ Use payment type - payment series number (payment type dash payment series number).

➔ Description is optional.

Name

Description

3. Input: Payment series number.

➔ Use sequential numbers for payment series (1, 2, 3, etc.).

4. Select: Payment frequency.

5. Select: Payment type.

6. Input: Payment amount.

Payment Series Number

Payment Frequency

Payment Type

Payment Amount

7. Input: Index rate.

➔ Use the index or rate in effect at lease commencement.

Index Rate ⑦

8. Input: Payment start date.

9. Input: Payment end date.

➔ Comments are optional.

Payment Start Date

Payment End Date

Comment

10. Select: Save changes.

➔ FPMT will display an error message if there are data validation issues that you need to correct.

SAVE CHANGES   Cancel Changes

➔ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.

Facility Receivable Options

FPMT will display a list of active receivable options for the receivable contract.

1. Select: Details.

➔ FPMT will display receivable option details.

Facility Receivable Contracts			
Facility Receivable Contract			
Facility Receivable Payments			
Facility Receivable Options			
Facility Receivable Amendments			
Land Receivable Contracts			
Other Asset Receivable Contracts			
Data Review			

Receivable Options

Option Name	Option Number	Details	Delete
Sample	123 Sample	⬀	🗑

Add New Receivable Option

‹ Previous   Next ›   Cancel Changes

2. Review/Edit: Lease option details.

➔ Use the scroll bar to review/edit additional data.

3. Select: Save changes.

➔ FPMT will display the list of receivable options so that you can select another receivable option, add a new receivable option, or go to the next step.

➔ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Receivable Option Details

Name

Sample

Description

Option Number

123 Sample

Option Type

SAVE CHANGES   Cancel Changes

4. Select: Next.

➔ FPMT will display the next step to review/edit receivable lease amendments.

➔ FPMT will display an error message if there are data validation issues that you need to correct.

Facility Receivable Contracts			
Facility Receivable Contract			
Facility Receivable Payments			
Facility Receivable Options			
Facility Receivable Amendments			
Land Receivable Contracts			
Other Asset Receivable Contracts			
Data Review			

Receivable Options

Option Name	Option Number	Details	Delete
Sample	123 Sample	⬀	🗑

Add New Receivable Option

‹ Previous   Next ›   Cancel Changes

Add New Receivable Lease Option

You can add receivable options to the receivable contract.

1. **Select:** Add new receivable option.
   ➔ FPMT will display receivable option details.

Receivable Options

Option Name	Option Number	Details	Delete
Sample	123 Sample		

Add New Receivable Option

❮ Previous   Next ❯   Cancel Changes

2. **Input:** Name.
   ➔ Use option type - option number (option type dash option number).
   ➔ Description is optional.

Name

Description

3. **Input:** Option number.
   ➔ Use option number in the order it appears in receivable lease contract (1, 2, 3, etc.).
4. **Select:** Option type.
5. **Input:** Option description.
   ➔ Option date is optional.

Option Number

Option Type

Option Description

Option Date

6. **Select:** Reasonably certain option will be exercised.
   ➔ This will determine if the payment is included in lease liability and lease asset calculations.
   ✓ If yes, and option type is purchase, the exercise price of the purchase option will be required.
   ➔ Comments are optional.

Reasonably Certain Option Will Be Exercised ⓘ

Exercise Price ⓘ

Comment

7. **Select:** Save changes.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

SAVE CHANGES   Cancel Changes

➔ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.

Facility Receivable Amendments

FPMT will display a list of active receivable amendments for the receivable contract.

1. **Select:** Details.

➔ FPMT will display receivable amendment details.

2. **Review/Edit:** Receivable amendment details.

➔ Use the scroll bar to review/edit additional data.

3. **Select:** Save changes.

➔ FPMT will display the list of receivable amendments so that you can select another receivable amendment, add a new receivable amendment, or go to the next step.

➔ FPMT will display an error message if there are data validation issues that you need to correct.

4. **Select:** Save changes.

➔ FPMT will display a list of active receivable contracts so that you can select another receivable contract for review or select next to go to the next step.

➔ FPMT will display an error message if there are data validation issues that you need to correct.

5. **Select:** Next.

➔FPMT will display the next step to review/edit receivable contracts.

➔ In this example, we can select another receivable contract to review or select next to go to the next step in the business process wizard.

Add New Receivable Amendment

You can add receivable amendments to the receivable contract.

✓ Amendments provide a way to document specific changes for an existing contract. For example, common amendment types include lease extension, change square footage, change rental rate, etc.

1. Select: Add new receivable amendment.

➔ FPMT will display receivable amendment details.

Facility Receivable Contracts	Receivable Amendments			
Facility Receivable Contract	**Amendment Name**	**Amendment Number**	**Details**	**Delete**
Facility Receivable Payments	Sample	123 Sample	⤓	🗑
Facility Receivable Options	Add New Receivable Amendment			
Facility Receivable Amendments				
Land Receivable Contracts				
Other Asset Receivable Contracts	‹ Previous Next › **SAVE CHANGES** Cancel Changes			
Data Review				

2. Input: Name.

➔ Use the amendment type and amendment number for the name.

➔ Description is optional.

Name

Description

3. Input: Amendment number.

➔ Use sequential numbers for amendments in the order they were executed (1, 2, 3, etc.).

4. Select: Amendment type.

Amendment Number

Amendment Type

5. Input: Amendment description.

➔ Provide brief description of what has changed in the lease.

Amendment Description

6. Input: Amendment effective date.

7. Input: Amendment execution date.

➔ Comments are optional.

Amendment Effective Date

Amendment Execution Date

Comment

8. Select: Save changes.

➔ FPMT will display an error message if there are data validation issues that you need to correct.

SAVE CHANGES   Cancel Changes

➔ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.
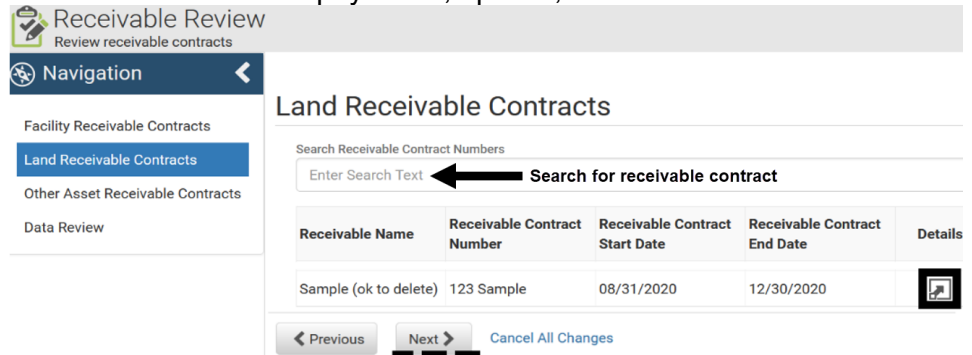
Land Receivable Lease Contracts

FPMT will display a list of active receivable contracts for the agency.
- ✓ FPMT will guide you through the sequence of steps to review and edit data for receivable contracts.
- ✓ For each receivable contract, you can also edit and add payments, options, and amendments.

1. Select: Details.

➔ FPMT will display receivable contract details.

➔ Use the search option to find a lease contract in the list.

➔ If you do not want to review/edit land receivable contracts, select next to go to the next step in the business process wizard process.

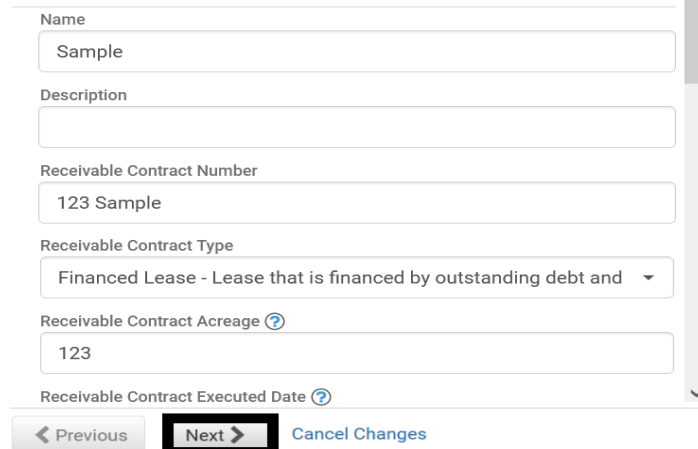**2. Review/Edit:** Land receivable contract details.

➔ Use the scroll bar to review/edit additional data.

➔ FPMT includes additional fields on lease contracts so that you can provide lease accounting information.

3. Select: Next.

➔ FPMT will display the next step to review/edit receivable payments.

➔ FPMT will display an error message if there are data validation issues that you need to correct.

Land Receivable Contracts

Search Receivable Contract Numbers

Enter Search Text ← Search for receivable contract

Receivable Name	Receivable Contract Number	Receivable Contract Start Date	Receivable Contract End Date	Details
Sample (ok to delete)	123 Sample	08/31/2020	12/30/2020	

‹ Previous   Next ›   Cancel All Changes

Edit Land Receivable Contract Details

Name

Sample

Description

Receivable Contract Number

123 Sample

Receivable Contract Type

Financed Lease - Lease that is financed by outstanding debt and ▾

Receivable Contract Acreage ⃝?

123

Receivable Contract Executed Date ⃝?

‹ Previous   Next ›   Cancel Changes

➔ FPMT includes fields on lease contracts so that you can provide additional information for manually recording accounting entries and other financial data.

Manually Record Accounting Entries ⃝?

Yes ▾

- ✓ If yes, FPMT will not send any transactions to AFRS for this contract.
- ✓ If no, FPMT will send transactions to AFRS for this contract. You will also need to provide additional financial-related information.

Land Receivable Lease Payments

FPMT will display a list of active receivable lease payments for the receivable lease contract.

1. Select: Details.

➔ FPMT will display receivable payment details.

Facility Receivable Contracts			
Land Receivable Contracts			
Land Receivable Contract			
Land Receivable Payments			
Land Receivable Options			
Land Receivable Amendments			
Other Asset Receivable Contracts			
Data Review			

Receivable Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample	⬀	🗑

Add New Receivable Payment

[< Previous] [Next >] Cancel Changes

2. Review/Edit: Receivable payment details.

➔ Use the scroll bar to review/edit additional data.

3. Select: Save changes.

➔ FPMT will display the list of receivable payments so that you can select another receivable payment, add a new receivable payment, or go to the next step.

➔ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Receivable Payment Details

Name

Sample

Description

Payment Series Number

123 Sample

Payment Frequency

Monthly

Payment Type

SAVE CHANGES   Cancel Changes

4. Select: Next.

➔ FPMT will display the next step to review/edit receivable lease options.

➔ FPMT will display an error message if there are data validation issues that you need to correct.

Facility Receivable Contracts			
Land Receivable Contracts			
Land Receivable Contract			
Land Receivable Payments			
Land Receivable Options			
Land Receivable Amendments			
Other Asset Receivable Contracts			
Data Review			

Receivable Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample	⬀	🗑

Add New Receivable Payment

[< Previous] [Next >] Cancel Changes

Add New Receivable Lease Payment

You can add receivable lease payments to the receivable lease contract.

1. Select: Add new receivable payment.

➔ FPMT will display receivable payment details.

	Facility Receivable Contracts
	Land Receivable Contracts
	Land Receivable Contract
	Land Receivable Payments
	Land Receivable Options
	Land Receivable Amendments
	Other Asset Receivable Contracts
	Data Review

Receivable Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample	⤢	🗑

Add New Receivable Payment

❮ Previous   Next ❯   Cancel Changes

2. Input: Name.

➔ Use payment type - payment series number (payment type dash payment series number).

➔ Description is optional.

Name

Description

3. Input: Payment series number.

➔ Use sequential numbers for payment series (1, 2, 3, etc.).

4. Select: Payment frequency.

5. Select: Payment type.

6. Input: Payment amount.

Payment Series Number

Payment Frequency

Payment Type

Payment Amount

7. Input: Index rate.

➔ Use the index or rate in effect at lease commencement.

Index Rate ⓘ

8. Input: Payment start date.

9. Input: Payment end date.

➔ Comments are optional.

Payment Start Date 📅

Payment End Date 📅

Comment

10. Select: Save changes.

➔ FPMT will display an error message if there are data validation issues that you need to correct.

SAVE CHANGES   Cancel Changes

➔ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.

Land Receivable Lease Options

FPMT will display a list of active receivable options for the receivable contract.

1. **Select:** Details.

   ➔ FPMT will display receivable option details.

2. **Review/Edit:** Receivable option details.

   ➔ Use the scroll bar to review/edit additional data.

3. **Select:** Save changes.

   ➔ FPMT will display the list of receivable options so that you can select another receivable option, add a new receivable option, or go to the next step.

   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

4. **Select:** Next.

   ➔ FPMT will display the next step to review/edit receivable amendments.

   ➔ FPMT will display an error message if there are data validation issues that you need to correct before moving to the next step.

Add New Receivable Lease Option

You can add receivable lease options to the receivable lease contract.

1. **Select:** Add new receivable lease option.

   ➔ FPMT will display receivable lease option details.

2. **Input:** Name.

   ➔ Use option type - option number (option type dash option number).

   ➔ Description is optional.

3. **Input:** Option number.

   ➔ Use option number in the order it appears in receivable lease contract (1, 2, 3, etc.).

4. **Select:** Option type.

5. **Input:** Option description.

   ➔ Option date is optional.

6. **Select:** Reasonably certain option will be exercised.

   ➔ This will determine if the payment is included in lease liability and lease asset calculations.

   ✓ If yes, and option type is purchase, the exercise price of the purchase option will be required.

   ➔ Comments are optional.

7. **Select:** Save changes.

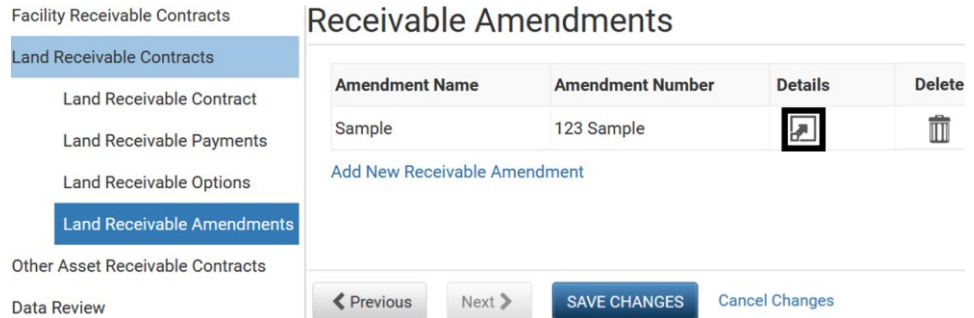   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

   ➔ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.

Land Receivable Lease Amendments

FPMT will display a list of active receivable amendments for the receivable contract.

1. **Select:** Details.
➔ FPMT will display receivable amendment details.

2. **Review/Edit:** Receivable amendment details.
➔ Use the scroll bar to review/edit additional data.
3. **Select:** Save changes.
➔ FPMT will display the list of receivable amendments so that you can select another receivable amendment, add a new receivable amendment, or go to the next step.
➔ FPMT will display an error message if there are data validation issues that you need to correct.

4. **Select:** Save changes.
➔ FPMT will display a list of active receivable contracts so that you can select another receivable contract for review or select next to go to the next step.
➔ FPMT will display an error message if there are data validation issues that you need to correct.
5. **Select:** Next.
➔FPMT will display the next step to review/edit receivable contracts.

➔ In this example, we can select another receivable lease to review or select next to go to the next step in the business process wizard.

Add New Receivable Lease Amendment

You can add receivable amendments to the receivable contract.

✓ Amendments provide a way to document specific changes for an existing contract. For example, common amendment types include lease extension, change square footage, change rental rate, etc.

1. **Select:** Add new receivable amendment.

   → FPMT will display lease amendment details.

   Facility Receivable Contracts
   Land Receivable Contracts
      Land Receivable Contract
      Land Receivable Payments
      Land Receivable Options
      Land Receivable Amendments
   Other Asset Receivable Contracts
   Data Review

   ### Receivable Amendments

Amendment Name	Amendment Number	Details	Delete
Sample	123 Sample	↗	🗑

   Add New Receivable Amendment

   ‹ Previous   Next ›   **SAVE CHANGES**   Cancel Changes

2. **Input:** Name.
   → Use the amendment type and amendment number for the name.
   → Description is optional.

   Name

   Description

3. **Input:** Amendment number.
   → Use sequential numbers for amendments in the order they were executed (1, 2, 3, etc.).

4. **Select:** Amendment type.

   Amendment Number

   Amendment Type

5. **Input:** Amendment description.
   → Provide brief description of what has changed in the lease.

   Amendment Description

6. **Input:** Amendment effective date.

7. **Input:** Amendment execution date.
   → Comments are optional.

   Amendment Effective Date

   Amendment Execution Date

   Comment

8. **Select:** Save changes.
   → FPMT will display an error message if there are data validation issues that you need to correct.

   SAVE CHANGES   Cancel Changes

   → FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.
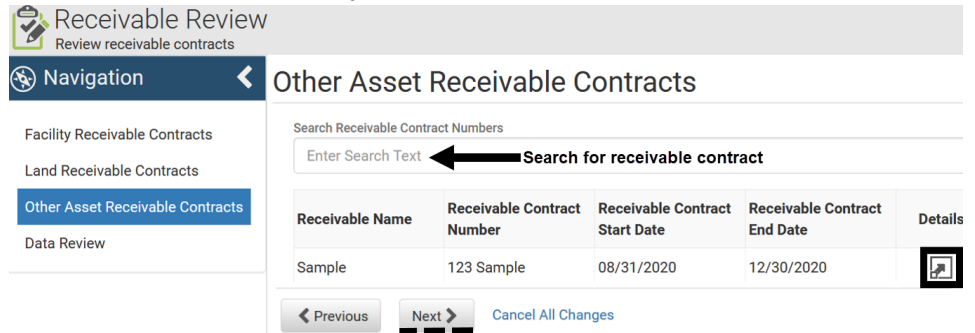
Other Asset Receivable Contracts

FPMT will display a list of active receivable contracts for the agency.

✔ FPMT will guide you through the sequence of steps to review and edit data for receivable contracts.

✔ For each receivable contract, you can also edit and add payments, options, and amendments.

1. **Select:** Details.

→ FPMT will display receivable contract details.

→ Use the search option to find a lease contract in the list.

→ If you do not want to review/edit other asset receivable contracts, select next to go to the next step in the business process wizard process.
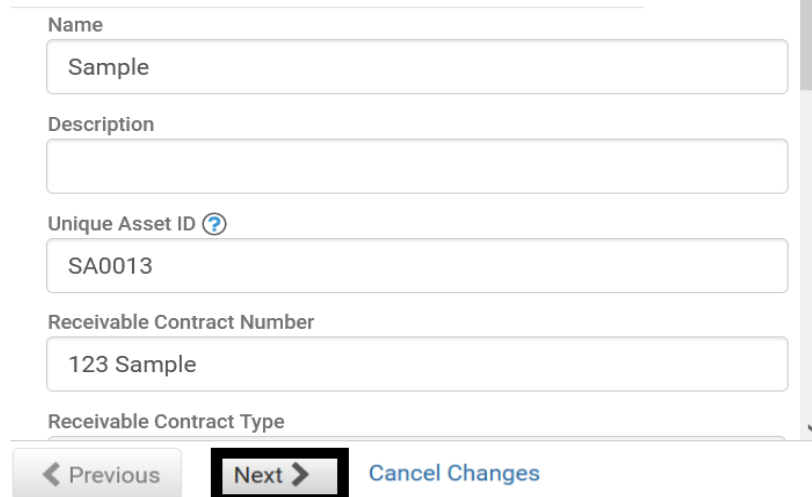

2. **Review/Edit:** Other asset receivable contract details.

→ Use the scroll bar to review/edit additional data.

→ FPMT includes additional fields on lease contracts so that you can provide lease accounting information.

3. **Select:** Next.

→ FPMT will display the next step to review/edit receivable payments.

→ FPMT will display an error message if there are data validation issues that you need to correct before moving to the next step.

→ FPMT includes fields on lease contracts so that you can provide additional information for manually recording accounting entries and other financial data.

Manually Record Accounting Entries ⑦

[Yes ▼]

✔ If yes, FPMT will not send any transactions to AFRS for this contract.
✔ If no, FPMT will send transactions to AFRS for this contract. You will also need to provide additional financial-related information.

Other Asset Receivable Lease Payments

FPMT will display a list of active receivable payments for the receivable contract.

1. Select: Details.

➔ FPMT will display receivable payment details.

Facility Receivable Contracts	
Land Receivable Contracts	
Other Asset Receivable Contracts	
Other Asset Receivable Contract	
Other Asset Receivable Payments	
Other Asset Receivable Options	
Other Asset Receivable Amendments	
Data Review	

Receivable Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample	⬈	🗑

Add New Receivable Payment

[◀ Previous] [Next ▶]   Cancel Changes

2. Review/Edit: Receivable payment details.

➔ Use the scroll bar to review/edit additional data.

3. Select: Save changes.

➔ FPMT will display the list of receivable payments so that you can select another receivable payment, add a new receivable payment, or go to the next step in the process.

➔ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Receivable Payment Details

Name

Sample

Description

Payment Series Number

123 Sample

Payment Frequency

Monthly ▼

Payment Type

SAVE CHANGES   Cancel Changes

4. Select: Next.

➔ FPMT will display the next step to review/edit receivable options.

➔ FPMT will display an error message if there are data validation issues that you need to correct before moving to the next step.

Facility Receivable Contracts	
Land Receivable Contracts	
Other Asset Receivable Contracts	
Other Asset Receivable Contract	
Other Asset Receivable Payments	
Other Asset Receivable Options	
Other Asset Receivable Amendments	
Data Review	

Receivable Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample	⬈	🗑

Add New Receivable Payment

[◀ Previous] [Next ▶]   Cancel Changes

Add New Receivable Payment

You can add receivable payments to the receivable contract.

1. Select: Add new receivable payment.

➔ FPMT will display receivable payment details.

Facility Receivable Contracts
Land Receivable Contracts
Other Asset Receivable Contracts
  Other Asset Receivable Contract
  Other Asset Receivable Payments
  Other Asset Receivable Options
  Other Asset Receivable Amendments
Data Review

Receivable Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample	⬀	🗑

Add New Receivable Payment

❮ Previous   Next ❯   Cancel Changes

2. Input: Name.

➔ Use payment type - payment series number (payment type dash payment series number).

➔ Description is optional.

Name

Description

3. Input: Payment series number.

➔ Use sequential numbers for payment series (1, 2, 3, etc.).

4. Select: Payment frequency.

5. Select: Payment type.

6. Input: Payment amount.

Payment Series Number

Payment Frequency

Payment Type

Payment Amount

7. Input: Index rate.

➔ Use the index or rate in effect at lease commencement.

Index Rate ⑦

8. Input: Payment start date.

9. Input: Payment end date.

➔ Comments are optional.

Payment Start Date

Payment End Date

Comment

10. Select: Save changes.

➔ FPMT will display an error message if there are data validation issues that you need to correct.

SAVE CHANGES   Cancel Changes

➔ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.

Other Asset Receivable Options

FPMT will display a list of active receivable options for the receivable contract.

1. **Select:** Details.

   ➔ FPMT will display receivable option details.

2. **Review/Edit:** Receivable option details.

   ➔ Use the scroll bar to review/edit additional data.

3. **Select:** Save changes.

   ➔ FPMT will display the list of receivable options so that you can select another receivable option, add a new receivable option, or go to the next step.

   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

4. **Select:** Next.

   ➔ FPMT will display the next step to review/edit receivable amendments.

   ➔ FPMT will display an error message if there are data validation issues that you need to correct before moving to the next step.

Add New Receivable Lease Option

You can add receivable options to the receivable contract.

1. **Select:** Add new receivable option.

➔ FPMT will display receivable option details.

Receivable Options

Option Name	Option Number	Details	Delete
Sample	123 Sample	⬈	🗑

Add New Receivable Option

◀ Previous   Next ▶   Cancel Changes

2. **Input:** Name.

➔ Use option type - option number (option type dash option number).

➔ Description is optional.

Name

Description

3. **Input:** Option number.

➔ Use option number in the order it appears in receivable lease contract (1, 2, 3, etc.).

4. **Select:** Option type.

5. **Input:** Option description.

➔ Option date is optional.

Option Number

Option Type

Option Description

Option Date

6. **Select:** Reasonably certain option will be exercised.

➔ This will determine if the payment is included in lease liability and lease asset calculations.

✓ If yes, and option type is purchase, the exercise price of the purchase option will be required.

➔ Comments are optional.

Reasonably Certain Option Will Be Exercised ❓

Exercise Price ❓

Comment

7. **Select:** Save changes.

➔ FPMT will display an error message if there are data validation issues that you need to correct.

SAVE CHANGES   Cancel Changes

➔ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.

Other Asset Receivable Amendments

FPMT will display a list of active receivable amendments for the receivable contract.

1. Select: Details.

➔ FPMT will display receivable amendment details.

Facility Receivable Contracts
Land Receivable Contracts
Other Asset Receivable Contracts
   Other Asset Receivable Contract
   Other Asset Receivable Payments
   Other Asset Receivable Options
   Other Asset Receivable Amendments
Data Review

Receivable Amendments

Amendment Name	Amendment Number	Details	Delete
Sample	123 Sample	⬈	🗑

Add New Receivable Amendment

❮ Previous   Next ❯   **SAVE CHANGES**   Cancel Changes

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2. Review/Edit: Receivable amendment details.

➔ Use the scroll bar to review/edit additional data.

3. Select: Save changes.

➔ FPMT will display the list of receivable amendments so that you can select another receivable amendment, add a new receivable amendment, or go to the next step.

➔ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Receivable Amendment Details

Name
Sample

Description

Amendment Number
123 Sample

Amendment Type
Other Change in Lease Term   ▾

Amendment Description

SAVE CHANGES   Cancel Changes

---

4. Select: Save changes.

➔ FPMT will display a list of active receivable contracts so that you can select another receivable contract for review or select next to go to the next step.

➔ FPMT will display an error message if there are data validation issues that you need to correct before moving to the next step.

5. Select: Next.

➔FPMT will display the next step to review/edit receivable contracts.

Facility Receivable Contracts
Land Receivable Contracts
Other Asset Receivable Contracts
   Other Asset Receivable Contract
   Other Asset Receivable Payments
   Other Asset Receivable Options
   Other Asset Receivable Amendments
Data Review

Receivable Amendments

Amendment Name	Amendment Number	Details	Delete
Sample	123 Sample	⬈	🗑

Add New Receivable Amendment

❮ Previous   Next ❯   **SAVE CHANGES**   Cancel Changes

➔ In this example, we can select another receivable lease contract or select next to go to the next step in the business process wizard.

Receivable Name	Receivable Contract Number	Receivable Contract Start Date	Receivable Contract End Date	Details
Sample	123 Sample	08/31/2020	12/30/2020	⬈
Sample	222 Sample	08/31/2020	12/30/2020	⬈

❮ Previous   **Next ❯**   Cancel All Changes

Add New Receivable Lease Amendment

You can add receivable lease amendments to the receivable lease contract.

✓ Amendments provide a way to document specific changes for an existing contract. For example, common amendment types include lease extension, change square footage, change rental rate, etc.

1. **Select:** Add new receivable lease amendment.

➔ FPMT will display lease amendment details.

Receivable Amendments

Amendment Name	Amendment Number	Details	Delete
Sample	123 Sample	⤢	🗑

Add New Receivable Amendment

2. **Input:** Name.
➔ Use the amendment type and amendment number for the name.
➔ Description is optional.

Name

Description

3. **Input:** Amendment number.
➔ Use sequential numbers for amendments in the order they were executed (1, 2, 3, etc.).
4. **Select:** Amendment type.

Amendment Number

Amendment Type

5. **Input:** Amendment description.
➔ Provide brief description of what has changed in the lease.

Amendment Description

6. **Input:** Amendment effective date.
7. **Input:** Amendment execution date.
➔ Comments are optional.

Amendment Effective Date

Amendment Execution Date

Comment

8. **Select:** Save changes.
➔ FPMT will display an error message if there are data validation issues that you need to correct.

SAVE CHANGES   Cancel Changes

➔ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.
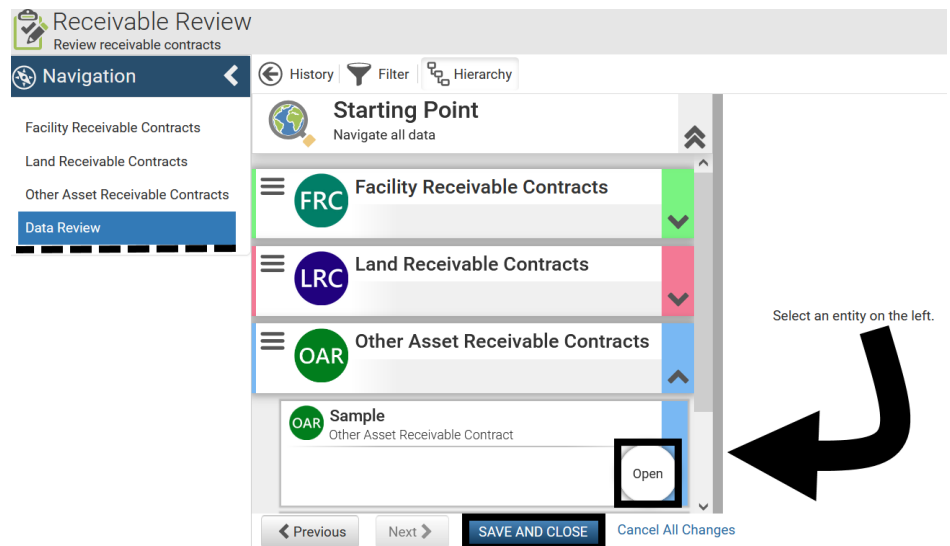
Data Review and Exit Business Process Wizard

FPMT will display receivable contracts for facilities, land, and other assets.

✓ You can expand each area to display specific receivable contracts. This provides a quick way to review the information before you save your changes and exit the business process wizard.

1. Select: Open.

➔ FPMT will display receivable contract information.

2. Select: Save and close.

➔ FPMT will display an error message if there are data validation issues that you need to correct.

➔ FPMT will save all changes and close the business process wizard.

✓ Save and close = save all changes and close the business process wizard.

✓ Cancel all changes = cancel all changes and close the business process wizard.

In this example, we select open to review information for a receivable contract.

➔ FPMT uses standard navigation tools to drill-up/drill-down to review information.

✓ Use the navigation options to go back (history) or narrow results (filter) or expand/flatten the hierarchy (flat/hierarchy) to review information.